

**CLEMENTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
DECEMBER 14, 2011**

Salute to the flag.

Vice-Chairperson Watson called the Board of Commissioners meeting of the Housing Authority of the Borough of Clementon to order in accordance with the properly posted Sunshine Law. Upon roll call the following were present: Commissioners Casella, Kuns, Porter, Schmidt, and Watson. Also present at this meeting were: Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary. Absent: Commissioner Nicholson.

**MINUTES**

Commissioner Porter, seconded by Commissioner Kuns, made a motion to approve the minutes of the October 19, 2011 Board of Commissioners Meeting as submitted. Roll call vote: Ayes – Commissioners Casella, Kuns, Porter, and Watson. Abstain – Commissioner Schmidt.

Due to lack of quorum there was no meeting in November.

**BILLS**

Bills were presented for approval in the amount of \$39,363.54 for checks dated December 1, 2011 through December 15, 2011. Commissioner Kuns, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$39,363.54 for checks dated December 1, 2011 through December 15, 2011. Roll call vote: All ayes, with Commissioner Schmidt abstaining from the approval of Thomas J. Shusted's bill.

Vice-Chairperson Watson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**New Commissioner**

Mrs. Wooster welcomed John Schmidt to our Board as a Commissioner.

**Audit – FYE 06/30/2011**

Mrs. Wooster advised the Board that our annual audit was December 5<sup>th</sup> and 7<sup>th</sup> and that so far everything is going well with the audit. Mrs. Wooster also advised that they are scheduled to come back on December 19<sup>th</sup> to complete their on-site work.

**Christmas Party**

Mrs. Wooster advised that the Christmas Party that is provided for the tenants by the Board of Commissioners is scheduled for December 19<sup>th</sup>.

**Fire Company Request**

Mrs. Wooster advised that the fire chief has asked if it were possible for the fire companies in the surrounding towns to have a master key for the building so that when a cooperative town responds to a call, they are able to get in. A discussion followed and a suggestion was made that maybe they could have a key fob instead that would operate like the one the post office has at our entrance with a lock-box. Mrs. Wooster advised that she would discuss this with the fire chief.

**Recycling**

Mrs. Wooster advised that we have started recycling. The only thing that we are waiting for is the lock-box on the recycle dumpster that is in the parking lot.

**Letter From Borough**

Mrs. Wooster gave the Commissioners a copy of a letter that she received from the Borough of Clementon regarding OPRA and her response to that letter.

**Housing Authority Insurance**

Mrs. Wooster advised that Housing Authority Insurance Group is offering limited free life insurance to employees and commissioners. A discussion followed. No one showed interest.

**Security Camera Upgrade Project**

Mrs. Wooster advised the Board that the bid opening for the security camera upgrade took place on November 23, 2011. Mrs. Wooster explained to the Board that we are replacing the Bosch System but that most of the cameras are reusable. With the new system we will be adding more cameras and doing away with the pan-tilt cameras. Mrs. Wooster explained that with the pan-tilt view it takes too long to go around the room therefore it is almost useless. The additional cameras will be added in the community room, in the hallways so that we will be able to view the elevators, and outside.

Mrs. Wooster advised that Paul DiMassi, our A&E, recommended that we accept the bid from Signal Electric pending confirmation by our solicitor that the bonding company is on the "T" list. Solicitor Shusted advised that he will check to see if the bonding company is on the "T" list. A discussion followed. Commissioner Watson, seconded by Commissioner Porter, made a motion that we accept the bid from Signal Electric, pending Solicitor Shusted's review, in the amount of \$59,800.00 and not to exceed 10% without Board approval if any change orders are needed. Roll call vote: Ayes – Commissioners Casella, Kuns, Porter, and Watson. Neys – Commissioner Schmidt because he would like to see the "T" list before approving it.

**Mod Coordinator**

Mrs. Wooster advised that she had sent out for proposals for a Mod Coordinator and that she received two replies. Mrs. Wooster spoke to our accountant and he advised that he could help with the financial issues with any up-coming projects and did not feel that we needed to hire a Mod Coordinator at this time.

**Key Fob Swipe For Patio Doors**

Mrs. Wooster advised that we have sent out proposals for a key fob swipe to be installed on the patio doors in the community room. Mrs. Wooster advised that she checked with Siemen's, our current alarm company, and they do not service our current system by Kantech. Mrs. Wooster advised that she received two proposals, one from ADT in the amount of \$2,350.45 with a 90 day warranty and an additional \$255.00 for an annual service contract, and the other from Leo (who is a former employee of ADT) in the amount of \$2,475.00 with a one-year warranty. A discussion followed. Commissioner Porter, seconded by Commissioner Schmidt, made a motion to accept ADT's proposal in the amount of \$2,350.45. Roll call vote: All ayes.

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**Smoke Free Areas**

Mrs. Wooster advised that she has received a letter from the physician of one of our tenants regarding smoking here at Wooster Towers. The letter states that the tenant must be provided a smoke-free area by law. The letter also stated that it is a law in New Jersey that a person must be ten feet from the entrance to a building when smoking. Mrs. Wooster investigated this and found that the "smoke-free" applies to schools and hospitals. When Mrs. Wooster checked with the county and the ordinances for Clementon and there were no requirements regarding this issue. A discussion followed. The Board agreed with Mrs. Wooster's suggestion that the front entrance to the building be made smoke-free and the smoking area be the patio outside of the community room. Mrs. Wooster also advised that this compromise was acceptable to the tenant involved.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to go into Executive Session per Resolution HA11-07 at 5:10PM. Roll call vote: All ayes.

The Board of Commissioners Meeting resumed its regular session at 5:34PM.

**Executive Session Discussions**

The Board met in Executive Session to discuss the following:

1. Employee work hours change
2. Tenant With Memory Problem
3. Disruptive Tenant A
4. Disruptive Tenant B

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the requested work hour change with appropriate adjustment to the part-time employee vacation, sick, and personal time. Roll call vote: All ayes.

Mrs. Wooster advised the Board that she would keep them updated on the tenant with the memory problem.

Commissioner Porter, seconded by Commissioner Cassella, made a motion that Solicitor Shusted send a notice to quit to Tenant A. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion that a notice to vacate apartment be send to Tenant B but at this time not move forward on the eviction. (Tenant B has already received a notice to quit and a notice to cease) Roll call vote: All ayes.

**Requests and Ideas From Commissioner Schmidt**

Mrs. Wooster advised the Board that we have received another OPRA request from Mr. Schmidt regarding Quality Landscaping and that we did reply in a timely manner to the request.

Mrs. Wooster advised the Board that Commissioner Schmidt has advised her that training for OPRA 2012 is available and felt that it would be good for her to attend and that we should also have a back-up

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custodian of records. Mrs. Wooster told Commissioner Schmidt that she does not have the staff to have a back-up custodian of records. Mrs. Wooster also told Commissioner Schmidt that she would agree to attend the OPRA training when available.

Mrs. Wooster advised that Commissioner Schmidt would like his own e-mail account and that she checked with Comcast and that we have eight e-mail addresses, so this would not be a problem.

Commissioner Schmidt suggested that it would be a good idea for the Housing Authority to have their own web-site. Mrs. Wooster advised that this is becoming mandatory by HUD in the very near future. Commissioner Schmidt suggested that Mrs. Wooster contact the boro and maybe the Housing Authority could be a tab on the borough's website.

Commissioner Schmidt suggested that maybe we could make extra copies of the agenda for any public who attend the meetings so they can follow along.

Commissioner Schmidt suggested that maybe next year the Housing Authority and the Borough form a decorating committee for the holidays.

Commissioner Schmidt suggested that we form a sub-committee for personnel and that they could review the personnel policy from time to time. A discussion followed. There were no volunteers at this time.

**SECTION 8**

**Bills**

Bills were presented for approval in the amount of \$21,530.00 for the HCV Program for checks dated December 1, 2011 thru December 31, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$21,530.00 for the HCV Program for checks dated December 1, 2011 thru December 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated December 1, 2011 thru December 31, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated December 1, 2011 thru December 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,528.67 for Vendor checks dated December 1, 2011 thru December 31, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$3,528.67 for Vendor checks dated December 1, 2011 thru December 31, 2011. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

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Commissioner Porter, seconded by Commissioner Casella, made a motion to adjourn. Voice vote: All eyes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sheila K. Wooster". The signature is written in black ink and is positioned above the printed name and title.

Sheila K. Wooster  
Secretary